

Duties:

The position is located in the area office of Plant Protection and Quarantine. The incumbent performs various clerical support and typing duties to assist in the unit's operation. Specifically, the incumbent:

- Receives visitors and telephone calls, determines the nature of the requests, and directs callers to the appropriate official or provides the information desired on routine or procedural matters of the office.
- Aids in establishing and maintaining file systems of general and program related material by coding materials, filing, locating and retrieving materials, and disposing of material according to standard procedures.
- Maintains inventory in accordance with instructions to insure an adequate supply of forms, supplies, etc. Consolidates purchase requests and prepares and types requisitions. Keeps records of non-expendable property and prepares annual inventories from transaction records such as transfer of equipment, stolen or lost equipment, etc.
- Prepares Time and Attendance (T&A) checklist for permanent and temporary employees from T&A's submitted and reconciles checklist with personnel printout. Prepares employment documents from guidelines furnished by the supervisor or lead clerk.
- Consolidates statistical data from reports submitted by field units and maintains the data to prepare various periodic and financial reports as instructed.
- Types letters, memorandums, reports, and other forms of materials from rough drafts and/or oral instructions into final form with responsibility for grammar, spelling, punctuation, and style.

Factors:

1. Knowledge Required by the Position:

- Knowledge of the unit's organization, functions, policy, and procedures to refer visitors, telephone calls or answer non technical questions.
- Knowledge of procedures required to requisition office supplies and equipment.
- Knowledge of grammar, spelling, punctuation, and style to type various materials accurately in final form.

-Skill in operating a typewriter. A qualified typist is required.

2. Supervisory Controls:

The supervisor or lead clerk provides assignments, generally indicating what needs to be done such as setting deadlines and priorities. Additional instructions are given for new, difficult, or unusual assignments.

Employee performs recurring work independently as work arrives or in accordance with established priorities and instructions.

Completed work is spot-checked for accuracy and compliance with instructions and established procedures.

3. Guidelines:

Guidelines include administrative instructions, bulletins, directives, and manuals that provide specific guidance for clerical duties. Style and form manual, sample letters, and reports are used as guides for typing duties.

The employee must use judgment in selecting the most appropriate guidelines for application to specific cases.

4. Complexity:

The employee performs the full range of procedural and some substantive clerical duties in support of the office. The work consists of several related steps such as coding material for filing, filing the material, and retrieving information when requested.

The employee performs recurring work independently, making decisions as to the priorities based on previous instruction or procedures.

Action to be taken on clerical and typing duties varies according to the type of material being processed or information requested.

5. Scope and Effect:

The work involves clerical and typing duties to assist the lead clerk in support of the unit's activities. The accuracy of the materials processed enables the unit to adhere to the organizational policies and reporting procedures.

6. Personal Contacts:

Personal contacts are with employees in the same organizational unit.

7. Purpose of Contacts:

The purpose is to obtain information or clarify facts in relation to reports submitted by field personnel or instructions on assignments.

8. Physical Demands:

The work is sedentary. There is no special physical requirement.

9. Work Environment:

The work is performed in an office setting.